



DEPARTMENT OF EDUCATION

DIVISION OF CEBU PROVINCE

SUDLON, LAHUG, CEBU CITY



March 27, 2019

DIVISION MEMORANDUM

No. 188, s. 2019

**CORRIGENDUM/ADDENDUM TO DIVISION MEMORANDUM NO. 148, S. 2019
(ROLL-OUT OF RPMS-PPST FOR SCHOOL YEAR 2019-2020)**

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads/Administrators of Public Elem. & Sec. Schools

1. Relative to the scheduled series of orientation-workshops for the Roll-out of RPMS-PPST, School Year 2019-2020, particularly on the Training of Trainers (TOT), which will be conducted on April 10-12, 2019 in the identified venues indicated in **Enclosure A**, this Office has enjoined all the concerned personnel to be guided with the following:

- 1.1. Walkthrough and Refinement of Session Guides on March 28-29, 2019 at 8:00 A.M. to 5:00 P.M. at the Division Office Function Hall. The following personnel are advised to facilitate in accomplishing the tasks enumerated below.

Personnel	Task
Miss Marites Peralta	Preparation of room accommodation, meals, and snacks for the facilitators.
Mr. Wifredo Amaro	Reproduction of hand-outs and other required templates.
Mrs. Margarita Niera	Preparation of the needed training materials, e.g. meta strips, pentel pens, pair of scissors, etc.
ASDS Apao's staff and Mrs. Eliza Martinez	Setting up of the Division Function Hall, LCD, sound system and other paraphernalia.
Mr. Abe Villamor and Mr. Edmond Apora	Preparation of Opening and Closing Programs

- 1.2 Finalization of TOT Roll-out on March 29, 2019 at 1:00 to 5:00 P.M. at the Division Office Function Hall. **Refer to the Activity Matrix in Enclosure B.**

1.2.1 Participants are the PMTs, Facilitators, QAME, PSDSs of Host Districts, Secretariat, and Medical Staff.

- 1.3 Registration fees, meals, snacks, and transportation expenses during the TOT

1.3.1 A registration fee of Php 1,200.00 shall be collected from each

participant to defray the expenses for meals and snacks for the whole duration of the TOT from April 10-12, 2019. **First** meal is breakfast of April 10, 2019. **Last** meal is supper of April 12, 2019. Registration of participants shall be done on April 10, 2019 at the specified venues.

1.3.2 Meals and snacks of the Program Management Team (PMTs)/Facilitators, PSDSs, QAME, Secretariat, and Medical staff shall be chargeable against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

1.3.3 Registration fees, meals, snacks, and transportation of participants shall be chargeable against school MOOE Funds/Local Funds subject to the usual accounting and auditing rules and regulations. The expenses to be incurred relative to the said activity by the PMTs Facilitators, PSDSs, QAME, Secretariat, and Medical Staff shall be chargeable against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

1.4 Provision of porta mats and beddings during the TOT

1.4.1 The Division Office shall provide porta mats for the PMTs, Facilitators, QAME, PSDSs, Secretariat, and Medical Staff. Mr. Jeremy Denampo, Administrative Officer V, shall facilitate the hauling of porta mats to the host districts and back to the Division Office, one (1) week before/after the conduct of the said TOT.

1.4.2 Participants shall bring with them beddings, e.g. blanket, etc.

2 This Memorandum serves as **TRAVEL ORDER**.

3 Immediate and wide dissemination of, and compliance with this Memorandum is directed.


RHEA M. A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Training of Trainers (TOT) Roll-out of RPMS-PPST, School Year 2019-2020

April 10-12, 2019

District Clustering/No. of Participants/Venues/Facilitators/QAME/Secretariat/Medical Staff

Clusters	Districts	No. of Participants	Total No. of Participants	Venues	Facilitators	QAME/Secretariat	Medical Staff
1	Bantayan 1	15	120	Sta. Fe District	Mr. Isaiash T. Wagas, Dr. Rowena Brian Channey Gulfan Dr. Abegail Villamor Mr. Edmond C. Apora	QAME: Juvy Motolo Gerardo Mantos All PSDSs	Ms. Joy Mari
	Bantayan 2	15					
	Sta. Fe	10				Secretariat: Zenifer Corpuz	Ms. Ma. Me Santillan
	Madridejos	10					
	San Remigio 1	10					
	San Remigio 2	10					
	Medellin	10					
	Daanbantayan 1	10					
	Daanbantayan 2	10					
	Tabuelan	10					
2	San Francisco	15	150	Carmen District	Mr. Raul Jumao-as Mr. Glicerio Camongay Mrs. Racel Tura Mrs. Lorna Soco Dr. Angeles Bugtai	QAME: Jane Gurrea Rosemary Oliverio All PSDSs	Ms. Denise Juezan
	Tudela	10					
	Poro	10				Secretariat: Daphne Teo Orley Perico	Ms. Deive Vonnie Muela
	Pilar	10					
	Tabogon	10					
	Borbon	10					
	Catmon	10					
	Sogod	10					
	Carmen	15					
	Compostela	10					
	Liloan	15					
	Consolacion	15					
	Cordova	10					
3	Minglanilla 1	15	150	Argao 1 District	Mrs. Maria Elena Paras Mrs. Maria Socorro Relacion Mrs. Imelda Gealon, Dr. Emma Olandria Mrs. Roxanne Cando	QAME: Eva Casinilo Garry Napoles All PSDSs	Mr. Bringel Bullo
	Minglanilla 2	15					
	San Fernando 1	15				Secretariat: Cleo Escudero Marie Monterola	Ms. Gellie Ann Rallos
	San Fernando 2	15					
	Sibonga	10					
	Argao 1	15					
	Argao 2	15					
	Dalaguete 1	15					
	Dalaguete 2	15					
	Alcoy	10					
	Boljoon	10					
4	Santander	10	135	Badian District	Dr. Chona Redoble Dr. Gladys Balagtas Mrs. Sonia Lauronal, Mr. Domingo Amancio, Mrs. Cheryl Alcover	QAME: Pamela Rodemio All PSDSs	Ms. Evelia Cole
	Oslob	10					
	Samboan	10				Secretariat: Evangeline Buna	Mr. Edmer M. Orendain
	Ginatilan	10					
	Malabuyoc	10					
	Alegria	10					
	Badian	10					
	Moalboal	10					
	Alcantara	10					
	Ronda	10					
	Dumanjug 1	10					
	Dumanjug 2	10					
	Barili 2	15					
5	Barili 1	15	135	Balamban 1	Mrs. Nenita Jaralve Mrs. Luthgarda Borgonia Mrs. Tita Ceniza Mrs. Jennifer Artiaga Ms. Florenda Alicaway	QAME: Araceli Cabahug All PSDSs	Ms. Frances Banosong
	Aloguinsan	10					
	Pinamungajan 1	10				Secretariat: Imelda Margaja	Ms. Benita Edelia Agramon
	Pinamungajan 2	10					
	Balamban 1	15					
	Balamban 2	15					
	Asturias 1	10					
	Asturias 2	10					
	Tuburan 1	15					
	Tuburan 2	15					

Training of Trainers (TOT) Roll-out of RPMS-PPST, School Year 2019-2020
April 10-12, 2019

Program Management Team (PMT)

Program Manager	Dr. Rhea Mar Angtud
Asst. Program Managers	Dr. Ester A. Futalan
	Dr. Cartesa Perico
Training Manager	Dr. Leah B. Apao
Asst. Training Managers	Dr. Mary Ann Flores
	Dr. Novie Mangubat
Resource Manager/ Over-all Chair, Secretariat	Dr. Margarita Nierra
Asst. Resource Managers	Cluster Secretariat
Finance Managers	Mrs. Riann Villamante
	Miss Marites Peralta
Admin and Transportation Officer	Mr. Jeremy Denampo
Legal Officer	Atty. Orville Dela Cerna
Supply Officer	Mr. Patricio Gonzaga
Training Staff	Ms. Aiko Antoyeth Paton-og
	Mrs. Rose Arcillas
Documenter	Mr. Rommel Tanggol
ICT Officers	Mr. Pablito Catubay
	Mr. Emmanuel Mendoza
Medical Officers	Dr. Asterterie Bernales
	Dr. Virgilio Tantuico

Training of Trainers (TOT) Roll-out of RPMS-PPST, School Year 2019-2020
April 10-12, 2019

**Walkthrough and Refinement of Session Guides
Activity Matrix**

DAY 1 (March 28, 2019)			
Time	Duration	Activity	Venue
8:00-8:30	30	Arrival/Registration	Division Office Function Hall
8:30-9:00	30	Preliminaries	
9:01-12:00	180	Refinement of Session Guides	
12:00-1:00	60	Lunch	
1:00-4:30	210	Continuation: Refinement of Session Guides and Preparation of Training Materials	
4:31-5:00	30	Reflection of the Day	
DAY 2 (March 29, 2019)			
8:00-8:30	30	MOL/Energizer	Division Office Function Hall
8:31-12:00	210	Walkthrough of Sessions	
12:01-1:00	60	Lunch Break	
1:00-4:30	240	Finalization of TOT Roll-out	
4:31-5:00	30	Closing Program/Home Sweet Home	